

U.S. Department of Energy
Washington, D.C.

PAGE CHANGE

DOE M 231.1-1 Chg 2

Approved: 9-30-95

Chg 1: 11-07-96

Chg 2: 01-28-00

SUBJECT: ENVIRONMENT, SAFETY AND HEALTH REPORTING MANUAL

1. PURPOSE. To transmit a revised page to DOE M 231.1-1, ENVIRONMENT, SAFETY AND HEALTH REPORTING MANUAL, dated 9-30-95.
2. EXPLANATION OF CHANGE. To provide a new mailing address for submitting the DOE F 5484.3, "Individual Accident/Incident Report," Part A of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation," and Part B of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation."
3. FILING INSTRUCTIONS.

Remove
Page II-3

Dated
9-25-95

Insert
Pages II-3 and II-3a

Dated
01-28-00

After filing the attached pages, this transmittal may be discarded.

BY THE ORDER OF THE SECRETARY OF ENERGY:



DAVID M. KLAUS
DIRECTOR OF MANAGEMENT
AND ADMINISTRATION

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Environment, Safety
and Health

e. Submittal of DOE F 5484.3, "Individual Accident/Incident Report."

- (1) A legible copy of each new or revised report shall be submitted quarterly (on or before the 25th of each April, July, October, and January) for receipt by the Computerized Accident/Incident Reporting System (CAIRS) Data Coordinator. Reports should be submitted on or before the 25th of the month following the end of the quarter in which the accident occurred or in which information is received that changes the extent or outcome of a previously reported case.
- (2) The reports shall be addressed to the CAIRS Data Coordinator, U.S. Department of Energy, EH-72, Building 270 Corporate Center, 19901 Germantown Road, Germantown, Maryland 20874-1290.
- (3) Each transmittal of reports to the CAIRS Data Coordinator shall include a cover sheet. Appendix D provides a listing of the information that shall be included in the cover sheet and the suggested format.

f. Submittal of Work Hours and Vehicle Usage.

- (1) Part A of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation," (Appendix E) shall be used to report quarterly work hours and vehicle usage.
- (2) MA-1 (for Headquarters), other DOE elements, and DOE contractors shall complete and mail the form to the CAIRS Data Coordinator, U.S. Department of Energy, EH-72, Building 270 Corporate Center, 19901 Germantown Road, Germantown, Maryland 20874-1290.
- (3) The form shall be mailed to the CAIRS Data Coordinator for receipt on or before the 25th of each January, April, July and October.

g. DOE Annual Estimated Property Valuation. Part B of DOE F 5484.4, "Tabulation of Work-Hours, Vehicle Usage, and Property Valuation," shall be used to report annual estimates of property valuation. Upon request from the Office of Environment, Safety and Health, MA-1 (for Headquarters), other DOE elements and DOE contractors shall complete and submit estimates of property valuation to the CAIRS Data Coordinator, U.S. Department of Energy, EH-72, Building 270 Corporate Center, 19901 Germantown Road, Germantown, Maryland 20874-1290 for receipt on or before 3-31, annually.

- h. Periodic Summary of Accident Data. The Assistant Secretary for Environment, Safety and Health (EH-1) shall maintain a data base that compiles reports, submitted in accordance with paragraphs 2e, f, and g, above, on DOE and DOE contractor accident data. EH-1 shall provide a quarterly DOE-wide summary report of this information to DOE elements and DOE contractors.